



## EXHIBITOR DASHBOARD INSTRUCTIONS FOR EXHIBITORS

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ATD has partnered with Map Your Show to provide attendees with an interactive floor plan and online planner to assist them with researching exhibitors and planning their time at ATD 2019.

Make sure your online profile is accurate. Use ATD's exhibitor dashboard to manage your online listing—add your contact details, company description, product categories, and show specials—so attendees can learn more about your company. Please use the following instructions to maintain or update your information.

### STEP 1: Accessing the Exhibitor Dashboard

Go to the [ATD 2019 Exhibitor Dashboard](#) and log in with your exhibitor ID, password, and name (enter the name of the person logging in).



## Welcome to the ATD 2019 International Conference & Exposition Exhibitor Section.

Please login with your Exhibitor ID and Password below. If you have problems logging in please contact us toll free at 888-527-8823 or 513-527-8823.

**Exhibitor Sign-In**

Exhibitor ID:

Password:

Your Name:

[Forgot ID or password?](#)



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**NOTE: Your exhibitor ID and password can be found in your confirmation letter. If you don't have the original email, you can request your login information by emailing [expo@td.org](mailto:expo@td.org).**

## STEP 2: Getting Started

Once logged in, you will be taken to the opening page of the exhibitor dashboard. On this page, you will find a series of tiles. Click on each tile to prepare your booth for the conference. Click the first tile, Update Your Company Information, and follow the instructions to update your company description.

**Activity**  
What is this?

1

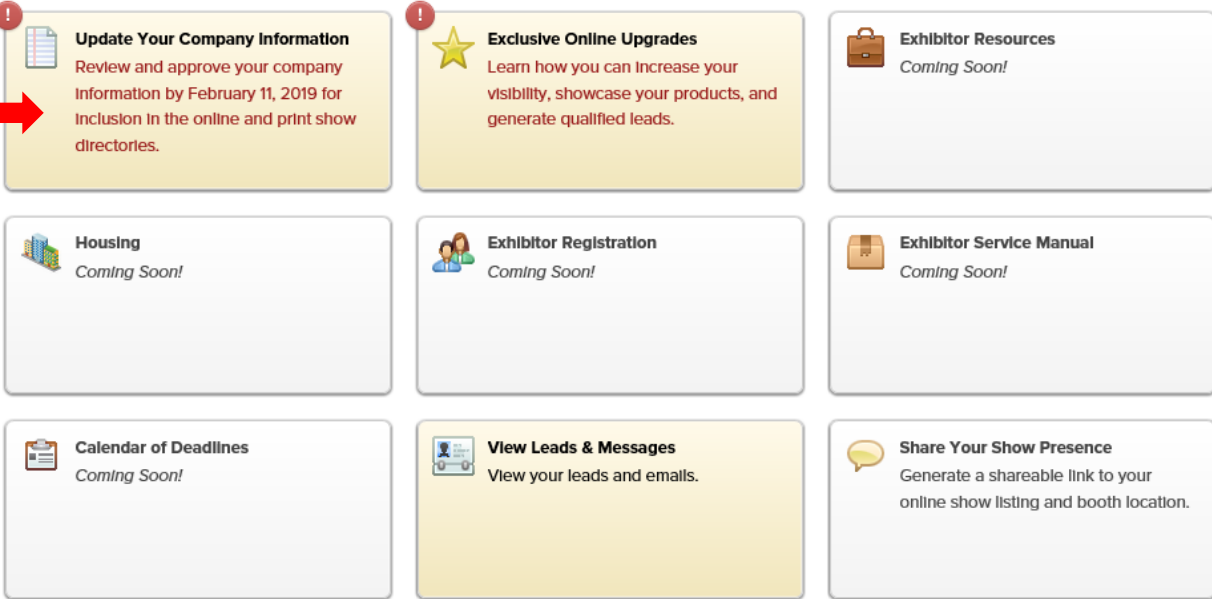
Views

0

Clicks

0

Leads



**Update Your Company Information**  
Review and approve your company Information by February 11, 2019 for Inclusion in the online and print show directories.

**Exclusive Online Upgrades**  
Learn how you can Increase your visibility, showcase your products, and generate qualified leads.

**Exhibitor Resources**  
Coming Soon!

**Housing**  
Coming Soon!

**Exhibitor Registration**  
Coming Soon!

**Exhibitor Service Manual**  
Coming Soon!

**Calendar of Deadlines**  
Coming Soon!

**View Leads & Messages**  
View your leads and emails.

**Share Your Show Presence**  
Generate a shareable link to your online show listing and booth location.

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### STEP 3: Updating Your Company Description

Be sure to update and approve your company name, website, web company description (to appear at [www.atdconference.org](http://www.atdconference.org)), print company description (to appear in *TD* and the program guide), and your product categories (limit of three to appear in the program guide and online). **Be sure to click the green Approve Data button when you are finished.**

Once you have reviewed your company information for the printed show directory/web and made any necessary changes, please click the "Approve Data" button below. In order for your listing to appear in the April issue of *TD* and the onsite program guide, you must approve your listing by Monday, February 11, 2019. Listings approved after this date will be included in the addendum.



**Approve Data**

#### Company Information

Company Name:  
Exhibiting As: ATD Sales  
Address: 1640 King St.  
City: Alexandria  
State/Province: VA  
Company Email: info@astd.org  
Postal Code:  
Country/Region: USA  
Telephone: 703-683-8171  
Fax:  
Website: www.td.org

Print Company Description:  
Web Company Description:

 [Edit Information](#)

#### Administrative Contact

Contact Name: Jennifer Broering  
Contact Email: jbroering@td.org

 [Edit Information](#)

#### Secondary Contact

You have not entered any information for this section, [click here](#) to add this information.

#### Additional Contact

You have not entered any information for this section, [click here](#) to add this information.

#### Product Categories

**You have not selected any product categories.**

 [Edit Information](#)

#### Show Specials

[Click here](#) to add Show Specials.

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**Note: All print descriptions must be submitted by **February 11, 2019**, to be included in the April issue of *TD* magazine and the printed program guide. Be sure to click the green 'Approve Data' button when you are finished.**